

SECRET

DD/R # 823-63

ADM-5

29 MAY 1963


MEMORANDUM FOR: Deputy Director (Research)

SUBJECT : Handling and Accountability Controls
for Code Word and Top Secret Material

1. The Executive Director on this date directed that a review be made of current procedures and controls for the handling and accountability of Code Word and Top Secret materials on an Agency-wide and expedite basis. In order to accomplish this, the Executive Director designated the Office of Security to provide the chairmanship of a committee to make such review and to make recommendations for improvements and tightening of controls where deemed necessary. The Executive Director requested that each Deputy Director designate an individual to serve as a member of the committee.

2. It is requested that you inform this Office of your designee to serve on the above-mentioned committee. DD/P and DD/I have also been requested to designate their representatives for the committee.

25X1A


Shetland Edwards
Director of Security

SECRET



ROUTING AND RECORD SHEET

ADM-5

SUBJECT: (Optional) Handling and Accountability Controls
for Code Word and Top Secret Material

FROM: Director of Security
Rm. 4-E-60

EXTENSION

NO.

DATE

29 May 1963

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Deputy Director (Research)
Rm. 3-E-13

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cc sent to [REDACTED]

2. Self-file w/ DD/R - 832-63

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GROUP 1
Excluded from automatic
downgrading and
declassification